MissouriCareerSource.com
Registration Desk Aid

Registering in MissouriCareerSource.com

Figure #1: MissouriCareerSource.com Home Page

Step-by-Step:

1) To register in MissouriCareerSource.com, job seekers need to click the Continue button under the Job Seeker section of the home page.
2) If the job seeker was registered in GreatHires.org and would like to access their existing account, the job seeker also needs to click the Continue button.

Figure #2: Job Seeker Registration/Login Screen

Step-by-Step:

1) A job seeker with an existing GreatHires account can enter MissourCareerSource.com by entering their Username and password in the text boxes and clicking the Sign In button.
2) A new job seeker can register in MissouriCareerSource.com by clicking Job Seeker Register & Create an Account.

Create Job Seeker User

Figure #3: Create Job Seeker User Screen

Step-by-Step:

1) The job seeker needs to enter a unique user name in the User Name text box.
2) In the Password text box, the job seeker needs to enter a password, and then enter the same password in the Confirm Password text box. The job seeker needs to remember this user name and password for future logins.
3) The job seeker's First, Middle Initial and Last Name will be entered in the Name text boxes.
4) In the SSN text box, the job seeker will enter their Social Security Number, and then reenter it in the Confirm SSN text box.
5) The job seeker's birth date should be entered in the mm/dd/yyyy format in the Date of Birth text box.
6) The job seeker then selects their gender.
7) After their information is entered in the required text boxes, the job seeker then clicks the Next button.

Seeker Information Tab

Figure #4: Seeker Info Input Screen 1

Step-by-Step:

1) The job seeker needs to verify that their birth date and gender has been pre-populated correctly from the previous registration page.
2) The job seeker can input email address in Email text box, and then reenter it in the Confirm Email text box; this would allow employers to send correspondence about possible job openings.
3) If the job seeker would like employers to view their resume/profile for job openings, select the Yes button.
4) In the Mailing Address section, the job seeker is required to enter their address, city, state and zip code in the text boxes.
5) The job seeker has the option of enter their phone numbers in the Telephone section text boxes.
6) If the job seeker is a US citizen or is authorized to work in the US, they will select the Yes button.

7) A job seeker with an Alien Registration Number will enter that number in the corresponding text box.
8) Click the Next button.

Figure #5: Seeker Info Input Screen 2

Figure #6: Seeker Info Input Screen 2
Education Availability Information Section

Step-by-Step:

1) Enter the Minimum Desired Wage in the text box, and then select the correct wage base criteria in the drop down box.
2) If the job seeker is willing to work on a Commission or Piece Rate basis, select the Yes button.

Figure #7: Seeker Info Input Screen 2
Education Availability Information Section

3) Check the boxes for all the Available terms the job seeker is available to work, such as Full Time, Part Time, etc. (PRN=As needed or as the situation arises)
4) Select all the boxes for the Shifts that the job seeker is available to work, such as Day, Evening, Night, etc.

5) If the job seeker is willing to work on Saturdays, Sundays, or Live at the Worksite, select the Yes button. These questions will always default to No.
6) From the drop down box, select the Maximum Lift Capacity the job seeker can lift on a regular basis.
7) If the job seeker is Willing to Relocate, select the Yes button.

Figure #8: Seeker Info Input Screen 2
State Required Information Section

8) Select the Yes button if the job seeker is employed, the question defaults to No.
9) If the job seeker is currently in school, select the Yes button.
10) Enter the number of Years of Education the job seeker has completed.
11) If the job seeker is a Seasonal Farm Worker, select the Yes button.
12) If the job seeker is a Migrant Farm Worker, select the correct classification in the drop down box.
13) Select the Ethnicity/Race boxes.

Figure #9: Seeker Info Input Screen 2
Transportation Information Section

14) Select the Drivers License type the job seeker has.
15) If the job seeker has a CDL, select the correct CDL Class from the drop down box.

Figure #10: Seeker Info Input Screen 2
Transportation Information Section

16) If the job seeker has a CDL and has Endorsements; using the Control button on the keyboard and the left button on the mouse, select the endorsements.
17) Click the Yes button if the job seeker has access to a vehicle.
18) Click the Next button to continue.

Employment Tab

Figure #11: Employment Screen
Edit Employment History

Step-by-Step:

1) Enter the Employer Name in the text box.
2) Enter the Job Title in the text box.
3) Enter the City and State of the employment.
4) Enter the Employment Dates in the mm/yyyy format.   If the job seeker is currently employed in the job, leave the text box blank.
5) If the job is to be excluded from the Resume/Profile, check the box.
6) In the Job Description text box, enter a description of the job duties.
7) Click the Add Another button to enter additional Employment History or Next to continue in the registration process.

Figure #12: Employment Screen
Desired Job Titles Search Tab

Step-by-Step:

1) Job seekers can select up to 20 Desired Job Titles to do job searches; there are three options for choosing the job titles. One option is to enter a Keyword to search for job titles in the text box.
2) Click the Search button.
3) Click on the Job Title the job seeker wishes to select.
4) The job title has been selected, it will move under the Selected Desired Job Titles section. Enter the number of Months Experience and the Year Last Worked in the job title.
5) Click the Save/Next button.

Figure #13: Employment Screen
Desired Job Titles Tree Tab

1) An additional option to select Desired Job Titles is to select job titles from the Tree. There are 23 occupational categories to search for titles under. Open the occupational category to see the job titles in the categories.
2) When the job seeker has found the Desired Job Title, click on the job title they wish to select.
3) The job title has been selected, it will move under the Selected Desired Job Titles section. Enter the number of Months Experience and the Year Last Worked in the job title.
4) Click the Save/Next button.

Figure #14: Employment Screen
Desired Job Titles All Tab

1) The third option to select Desired Job Titles is to search All the job titles.
2) The job seeker searches the job titles to find their Desired Job Title, and then they click on the job title they wish to search for jobs.
3) The job title has been selected, it will move under the Selected Desired Job Titles section. Enter the number of Months Experience and the Year Last Worked in the job title.
4) Click the Save/Next button.

Education Tab

Figure #15: Education Screen
Education History Tab

Step-by-Step:

1) To begin the Education Tab in MissouriCareerSource, if the job seeker does not have Educational History, click the I Have No Education History button. This will advance the job seeker to the Skills Tab.
2) If the job seeker has Educational History, enter the School Name in the text box.
3) Using the drop down box, select the Degree Awarded. See Figure #16.
4) Enter the City, State, and Country of the school.
5) Using the mm/yyyy format to enter the Completion Date of the Education/Degree.
6) To choose a Major and Minor, click on the Choose a Major/Choose a Minor drop down link to scroll through the list of Majors/Minors. See Figure #17.
7) If the job seeker has additional Education History, click the Add Another button to enter that information.
8) When the job seeker has completed this section, click the Next button.

Figure #16: Education Screen
Degree Awarded Drop-Down Box

Figure #17: Education Screen
Choose a Major Drop-Down Box

Figure #18: Education Screen
Licenses and Certifications Tab

Step-by-Step:

1) Job seekers that have Licenses or Certificates can enter those in the Educational Section of MissouriCareerSource through this tab. Using the drop down box, choose either a License or a Certificate.
2) Choose the State the License or Certificate was issued by using the drop down box.
3) In the mm/yyyy format, enter the Received/Renewed Date for the License or Certificate.
4) Using the drop down box, select the License or Certificate of the job seeker.
5) When finished, click the Save/Next button to continue with the registration process.

Skills Tab

Figure #19: Skills Screen
Additional Accomplishment Tab

Step-by-Step:

1) The Additional Accomplishments Tab can be used for any additional educational, free form skills; honors and/or recognitions that the job seeker has received, or activities, committees, and/or groups/organizations the job seeker has participated in that would assist them in finding employment can be entered in this section.
2) To enter additional accomplishments, click the Add Another.
3) When finished entering accomplishments, click the Next button to continue.

Figure #20: Skills Screen
Skills Tree Tab

Step-by-Step:

1) In the Skills Tree tab, the job seeker should select all the skills that they have demonstrated in their education or employment. The job seeker can select up to 30 skills/abilities, equipment and languages that they possess.
   a. This will be an important matching tool that employers will utilize in matching job seekers with open positions.
2) When finished, click the Next button to continue.

Veteran Section

Figure #21: Veteran Information Screen

Step-by-Step:

1) If the job seeker is not a Veteran, and/or a spouse of a Veteran, and/or a spouse of a deployed Missouri National Guard or Reserve member; select the No button on the questions in the Veteran section. See Figure #21. Clicking the Next button will to the job seeker to the Registration Completion screen. See Registration Complete, Figure #21.
2) If the job seeker is a Veteran, and/or a spouse of a Veteran, and/or a spouse of a deployed Missouri National Guard or Reserve member; select the Yes button on the questions in the Veteran section. See Figure #22
3) Click the Next button.

Figure #22: Veteran Information Screen

Figure #23: Veteran Information Screen

4) Enter the Veteran Type information by clicking the appropriate button.
5) If the job seeker's enlistment in the military was ended due to a disability, click the Yes button.
6) The Veteran job seeker should mark the appropriate response as to possessing a Campaign Badge.
7) If the job seeker is a spouse of a Veteran who was killed in action, or died or was disabled due to service related injuries, click the Yes button.
8) If the job seeker is a spouse of a deployed Missouri National Guard or Reserve member, click the Yes button.
9) If the job seeker is Transitioning from the military due to discharge or retirement, indicate the type by using the drop down box.
10) Using the drop down box, select the Branch of Service.
11) Enter the Service Dates using the mm/dd/yyyy format.
12) Select the Yes button if the job seeker is a Homeless veteran.
13) Click the Finish button.
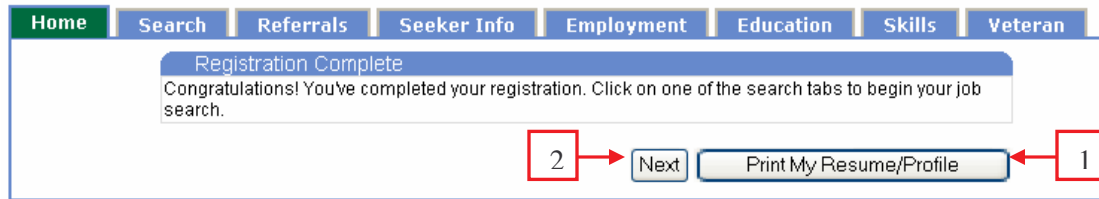
Registration Complete

Figure #24: Registration Complete Screen

Step-by-Step:

1) At the Registration Complete screen, the job seeker has the option to print their resume/profile by clicking the Print My Resume/Profile. (see Sample, below)
2) When the job seeker clicks the Next button, it takes them to their home page. See Figure #25

Job Seeker Home Page

Figure #25: Job Seeker Home Page Screen

Step-by-Step:

1) The job seeker may Edit their Profile or Change Password at this point. If they desire to change their Password, the following screen will appear:

The job seeker may change their password by completing the required information then clicking Change Password.

2) If the job seeker desires DWD to notify them about Job Openings, they should click Yes.

Figure #26: Job Seeker Home Page Screen

Step-by-Step:

3) If the job seeker has previous Job Search Activity (jobs for which they have viewed the detailed information), it will be displayed on their Home Page.

Figure #27: Job Seeker Home Page Screen

Step-by-Step:

1) The job seeker may begin a Quick Job Search from this screen by entering Keywords or Job Order Number.
2) The Search may be refined by first clicking the Search by Missouri Career Center button, then clicking the drop down box Select by Missouri Career Center.
3) The job seeker may also refine the Search by clicking the Search within Region button, then clicking the drop down box Select by Region.
4) The Search may also be done by Zip Code by clicking that button, then entering the desired Zip Code.
5) By clicking Search, the job search will begin.
6) If the job seeker desires to refine their search even more, they may do so by clicking on Advanced Search. (See Figure 26, and accompanying Step-by-Step)

Job Search Screen/Basic Search

Figure #28: Job Seeker Search Page Screen
Basic Search

Step-by-Step:

1) Based on their Keywords or Job Order Number entered (Figure 23, Step 1), and any other Search criteria (Figure 27, Steps 2-5), the job seeker will see information on possible job matches.
2) The job seeker may also Modify any prior searches they have saved, or enter this search under Save as a new Search.
3) Activating the Close button will take the job seeker back to the Advanced Search screen. (See Figure 29 for Advanced Screen Step-by-Step)

Job Search Screen/Advanced Search

Figure #29: Job Search Screen
Advanced Search

Step-by-Step:

1) The job seeker may begin their Advanced Job Search by entering Keywords or Job Order Number.
2) The job seeker may Search by Location with several options:

   a) They may search within a Zip Code range by clicking the button and entering the desired Zip Code.
   b) By clicking the appropriate button, the search may also be refined by entering a Miles range within a specific Zip Code they enter.
   c) They may search within a specific County by clicking that button and using the drop down box to select the desired County.

d) If the search is to be done within a specified Missouri Career Center, click the appropriate button, and select the desired Career Center by using the drop down box.

e) They may search within a specific Region by clicking the button and utilizing the drop down box to select the desired Region. There is a color map showing all regions available by clicking the use map prompt.

f) To search the statewide listings, click the button to Search Statewide.

3) The job seeker may also refine the search by adding a variety of Search Details:

a) They may specify a Minimum Wage by entering the amount and, using the drop down box, select the appropriate wage basis (Hourly, Weekly, etc)

b) The search may be done by most recent jobs posted by selecting New Jobs in Last and submitting a number of days.

c) The Shift search option is engaged by using the drop down box and selecting the appropriate shift desired.

d) The Availability search option gives the job seeker the opportunity to search jobs based on their desired work availability (Full Time, Part Time, Seasonal, etc.)

e) The job seeker should select Days Off which they prefer.

f) By selecting the search option Sort Jobs drop down box, the job seeker may sort their prospective jobs list by Newest Jobs First, or Job Titles, or Location.

4) The job seeker may also choose to Search by Job Titles. With this option, they may choose between All Job Titles, My Desired Job Titles, and Select Job Titles.

5) The job seeker may View Jobs Matching a Saved Search by clicking the appropriate button here and using the drop down box to select the saved search.

6) By clicking the Search button, the job seeker will activate their current search.
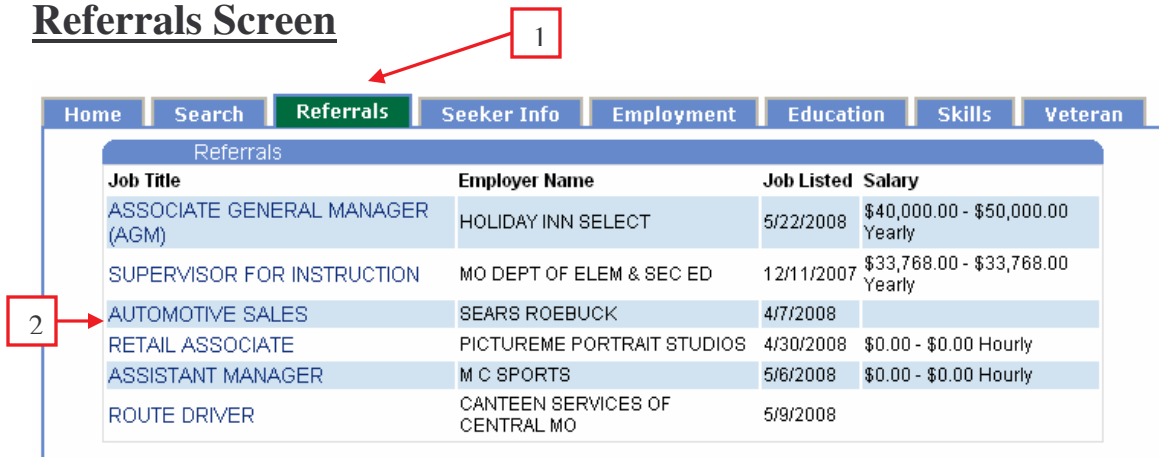
Job Search Screen/Search Results

***Figure #30: Job Search Screen
Search Results***

Step-by-Step:

1) On the Job Search/Search Results screen, the job seeker may view all jobs that match the search criteria. By clicking on a particular job, the complete job order with detailed information may be viewed.

2) By clicking the How to Apply button, the job seeker will receive information regarding the application process (In person, email, fax, etc.) for the position being viewed.
3) The job seeker may choose to Save This Search by entering a name to save it under and using this button.
4) When the job seeker Closes this page, the screen will return to the Job Search Results screen.

Referrals Screen

Figure #31: Referrals Screen

Step-by-Step:

1) When the job seeker clicks on the Referrals tab, all individual jobs of which they have viewed the detailed contact information will be displayed.
2) The job seeker may review any jobs listed on this screen by pointing and clicking on the job listing.

Search/Referrals Screens

Figure #32: Search/Referrals Screens

Step-by-Step:

1) While in the Search or Referrals screens, the job seeker may at any time view/edit their Seeker Info, Employment history, Education history, Skills, or Veteran information by clicking on the appropriate tab, and then viewing or editing as desired.